

**Florence Township
Housing Inspection
Application**

711 Broad St.
Florence, NJ 08518
(609)499-2130
(609)499-3262 fax

APPLICATION # _____

RENTAL _____ RESALE _____ Proposed Occupancy Date _____
(Please Check One)

ADDRESS OF PROPERTY for Resale or Rental:

_____ Block _____ Lot _____ No. of Units _____

BUYER / TENANT (circle one) INFORMATION:

Name (Mr./Mrs./Ms.) _____
Address _____
Phone Number _____

SELLER/LANDLORD (circle one) INFORMATION:

Name (Mr./Mrs./Ms.) _____
Address _____
Phone Number _____

REALTOR/AGENT: Name/Firm/Phone # _____

BELOW FOR OFFICE USE ONLY

Inspection Date _____ Time _____ Inspection Fee _____ Col. By _____

Date Paid _____ Meth. Of Pmt. _____ Exempt (Verified) _____

Re-Inspection Date/Time _____ Date Paid _____ Fee _____ Meth. Of Pmt. _____

Notes to Inspector _____

TOWNSHIP OF FLORENCE

FLORENCE TOWNSHIP HOUSING INSPECTION OFFICE

PROCEDURE FOR APPLICATION & FEES

- A. The Florence Township Housing Inspection Application Packet is available at the Construction/Housing Office located in the Florence Township Municipal Complex, 711 Broad Street, Florence, New Jersey. The fee for the initial inspection is one-hundred-twenty dollars (\$120.00) to cover the cost of initial inspection requirements. The initial fee includes one (1) re-inspection where required. Where additional inspections are required to ensure compliance, an additional charge of thirty-five dollars (\$35.00) for the second re-inspection; fifty dollars (\$50.00) for the third re-inspection and one hundred dollars (\$100.00) for the fourth and any subsequent re-inspection. When the Housing Inspection Application Form is filled out and submitted with the initial inspection fee, the inspection will be scheduled by appointment only. Please note that the initial payment is due when the inspection is scheduled by the staff of the Construction Code Office. Any questions, please call 609-499-2130.
- B. **SENIOR CITIZEN FEES (RESALE ONLY):** When the inspection is for a property **owned** and **occupied** by a senior citizen, sixty-two (62) years old or older, the inspection and re-inspection fees shall be waived.





~TOWNSHIP OF FLORENCE~

HOUSING INSPECTIONS

INFORMATION FOR

SELLER - LANDLORD - BUYER - TENANT

In the course of conducting its housing inspection program, the Township of Florence does not represent the interests of any seller, buyer, landlord or tenant, nor does the Township of Florence place one party's interest above that of another.

The housing inspection conducted by Florence Township is the basis for the issue of a Continued Certificate of Occupancy as required by Chapter 116, Florence Township Code. Its use is for that intended by the

Township of Florence only and not for any other purpose. It is not intended to be equal in scope to that of a housing inspection conducted by a private firm, nor is it intended to be used as a substitute for a private housing inspection.

The information recorded on the inspection report is that as seen by the inspector at the time of the inspection. It is not a fall-safe inspection and many factors influence the scope and quality of the inspection. Time constraints, accessibility to areas, furniture or storage restrictions, distractions, concealment, subject expertise, weather, all effect the inspection. It is not a perfect inspection and at times some things are missed or sometimes mistakenly not written on the report. An item missed does not exempt it from being cited for required repair at a subsequent inspection. A CCO is issued when the inspector determines that the property's overall condition, at that particular time, is such that the interests of Florence Township have been met and CCO issue is warranted. It does not mean that the property is free of defects or has no unsatisfactory conditions.

It is emphasized that the report of inspection is as of the day of inspection and that the property continues to be occupied or accessed by others until its change of occupancy. Just prior to change of ownership or occupancy, the incoming party should conduct a walk-through inspection.

It is important that this information be known by all parties to a sale or lease prior to the time of inspection. Two copies are included with each application for a housing inspection; one intended for the seller/landlord and the other for the buyer/tenant. The person completing the application for housing inspection is responsible for its delivery to each.

TOWNSHIP OF FLORENCE

FLORENCE TOWNSHIP HOUSING INSPECTION OFFICE

General Guidelines and Areas of Inspection for Certificate of Occupancy

1. **ELECTRICAL** - 100 amp minimum service (60 amp service for Florence Tollgate Units). All Outlets must be correctly wired and grounded, not loose, and have cover plates that are tightly fixed with no gaps. All switches and junction boxes must have cover plates. Light fixtures and fans must be intact and operate properly. Circuit breaker panel box must have door and have no missing breaker banks and have no holes or openings around it. Ground fault interrupter (GFI) outlets are required in bathrooms. Loose wires should be fastened. At least two outlets (or one outlet and a light fixture) in each bedroom and living area and on separate walls.
2. **SMOKE DETECTORS** – Required on all house levels (attic, second floor, first floor, basement, etc.) and must be correctly placed (see attached placement diagram). All detectors must operate by battery or house current.
3. **PLUMBING** – Faucets, spigots, taps and drains must not leak. Sink and tub stopper mechanism must hold water. Sink drains must be standard J-Bend type (no flexible plastic). No leaking pipes or shut off valves, etc. Plumbing repairs must not be temporary (taped, gooped, etc.). No broken or significantly chipped porcelain fixtures. Tub and shower caulking must be intact and have no gaps. Ceramics must be intact and have no missing tiles. Hot Water Heater must have a pressure valve extension pipe (same diameter) reaching six inches above floor. Water Meter must be installed (see attached form regarding water meter requirements).
4. **SUMP PUMPS** – Must operate correctly and have proper drain. Opening must be safely covered.
5. **FLOORS** – Wood must be even and smooth, free of splintering. Carpets and vinyls must be smooth, free of holes, snags and tripping hazards. Soiled carpeting in rental units must be cleaned or repaired. Concrete floors must be smooth, free of holes, significant cracks and tripping hazards.
6. **WALLS AND CEILINGS** – Surface must be smooth, free of holes, broken plaster or significant cracks. Gaps and open areas must be covered, no loose wallpaper or chipped paint. No broken, loose, sagging or missing tiles. Re-papering, re-painting or touch up required for repaired areas.



FLORENCE TOWNSHIP HOUSING INSPECTION GUIDELINES

7. **KITCHEN** – Stove burners, oven and broiler must operate. Wall oven must operate. Stove hardware and knobs must be intact and serviceable. Cabinet drawers and doors must be in place, aligned and have openers and knobs.
8. **WINDOWS** – Must open easily and remain open. No broken chains, ropes or cords. Top sash must remain in place when unlocked. All windows must be able to be locked. All windows must have screens. Screens must not have rips, tears or holes. No broken, cracked or missing glass or storm window components. Trim must be in place and not have significant damage, chipped or flaking paint. Inside sill area and window channels do not require scraping and re-painting. Panes must be adequately puttied or caulked and must be scraped of excessive over painting.
9. **DOORS** – All exterior and interior doors and door jams must have operating hardware to keep doors securely closed. Exterior doors must lock. Bathroom doors must lock. Doors, door jams and trim must be in place and not have significant damage, chipped or flaking paint. Doorstops must be in place for all door opening into walls. Garage doors and automatic openers must open and operate properly and safely.
10. **CLOSETS** – Must have shelf and hanging rod.
11. **HANDRAILS** -Required for steps and stairways and must be tightly fastened and graspable (approximately 2 3/8 inches wide and rounded).
12. **STEPS** – Must not be broken, weak or of uneven rise. Must be free of tripping hazards.
13. **ROOF** – Evidence of leaks or significant wear will require a roof certification. Overhangs must not need re-painting.
14. **PORCHES AND DECKS** – Railings required if 30 inches or more above ground. No more than 4 inch opening in spacing of balusters or spindles. No holes or missing boards or bricks.
15. **FENCES AND GATES** – Must be in secure condition with no missing boards or torn fabric and in good repair.
16. **SIDEWALKS, DRIVEWAYS AND PATIOS** – Must not be crumbled, significantly cracked, sunken or raised to create a tripping hazard.
17. **EXTERIOR** – Siding and foundation must be in sound condition. Flaking, blistered, cracked or loose paint requires re-painting. Gutters and downspouts must be securely affixed. Downspouts need to be in place and complete. Shutters and awnings properly affixed, secure and in good repair.

FLORENCE TOWNSHIP HOUSING INSPECTION GUIDELINES

18. **YARD** – Grass must be mowed. Any junk, trash and debris must be removed. All significant overgrowth must be removed.
19. **HEATER CERTIFICATION** – Heater certification is required to be done by a licensed contractor and must be on specified form (included in housing application packet). The original Heating System Certification form must be submitted. Fax or copies will not be accepted. Florence Tollgate Condominiums (only) do not require heater certification. Inactive oil fill pipes and inactive above ground or in-basement fuel tanks to be removed.
20. **OTHER** – Conditions that may warrant correction at time of inspection.
21. **“NO OCCUPANCY” LETTER REQUEST** – The Florence Township Housing Office does not issue a Temporary Certificate of Occupancy. The Buyer can request a “No Occupancy” letter if the property is being purchased “As-Is” and occupancy will not occur and is prohibited until the Buyer completes all repairs, renovations, permits and certifications as may be required and a Continued Certificate of Occupancy is issued. The Housing Inspection Application form & \$120.00 inspection fee must be submitted prior to processing a “No Occupancy” letter. Also a copy of the signed contract stating as-is purchase and an original letter written and signed by the Buyer stating they are purchasing the property As-Is and will not occupy until a CCO is issued must be submitted to the Housing Inspection Office. The Buyer is required to sign the “No Occupancy” letter at the Florence Township Housing Inspection Office and a notarized copy will be given to the Buyer for the closing procedure.

PREPARATION FOR INSPECTION

- A. Electrical outlets must be accessible to be tested. Please move furniture to provide a clear pathway.
- B. Windows must be accessible to be opened. Please move furniture and clear sills.
- C. Light Bulbs must not be blown out or missing from fixtures. A light fixture that does not switch on will not pass inspection.

REPAIRS

- A. Permits and work approval inspections may be required. Please check with the Township Construction Office at 609-499-2130.
- B. All work to be done in a workman like manner and in keeping with the design and structure of adjacent members and the overall building design and appearance.

HEATING SYSTEM CERTIFICATION

Contractor's Name _____

Address _____

This is to certify that a qualified technician employed by this firm has carefully inspected the heating system of the dwelling located at:

Property Address: _____

- Tested existing heating unit under operating conditions for worn, defective and missing parts, including all lines, ducts, thermostats, fuel tank, convectors, radiators, valves, grilles, gauges, registers, fittings, dampers, and flue. Checked flue for gas leaks (carbon monoxide and sulfur dioxide). Flue meets code and clearance requirements for this type of heating unit.
- The system is properly installed and is in good and safe operating condition, and with normal maintenance it is reasonably expected to continue to do so. The system is capable of providing at least 68-degrees inside temperature when outside is at zero degrees.

ALL SYSTEMS SHALL BE LEFT PROTECTED AGAINST FREEZING IF THE HEATING SYSTEM WILL BE DE-ACTIVATED UPON CONCLUSION OF THE TESTS.

- Check here if the above system was not in good and safe operating condition at the time of the inspection and itemize below all parts and/or replacements, which were necessary to put it in good and safe operating condition, including any repairs of the system.

ITEMS

I further certify that I have no interest, present or prospective, in the property, buyer, seller, broker, mortgagee or other party involved in the transaction. I further verify that I am authorized to execute this certification on behalf of the company listed below.

Company: _____ Date: _____

Signature: _____

Title and License No. _____

MUST SUBMIT THE ORIGINAL HEATER CERTIFICATION ONLY

A COMMUNITY WITH CHARACTER AT THE BEND IN THE RIVER

TOWNSHIP OF FLORENCE

NOTICE

All Florence Township Residents smoke detectors both battery and hardwired smoke detectors must be replaced after 10 years. All housing inspections conducted for resale or rental will be required to have all smoke detectors that are 10 years old and older replaced before a Certificate of Continued Occupancy will be issued. This is due to changes in the State Fire Codes and NFPA 72, National Fire Protection Association standards.

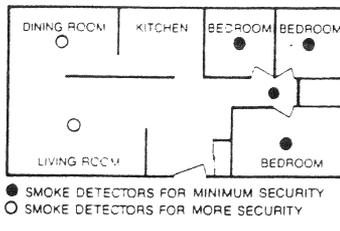
FLORENCE TOWNSHIP MUNICIPAL COMPLEX
711 BROAD STREET
FLORENCE, NEW JERSEY 08518-2323
WWW.FLORENCE-NJ.COM



(609) 499-2525 ADMINISTRATIVE OFFICES
(609) 499-2222 MUNICIPAL COURT
(609) 499-3131 POLICE DEPARTMENT
(609) 499-2130 CONSTRUCTION CODE OFFICIAL

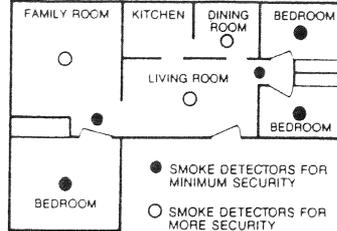
Smoke detectors should be installed in accordance with the National Fire Protection Association Standard 74 (National Fire Protection Association, Batterymarch Park, Quincy, MA 02169). For complete coverage in residential units, smoke detectors should be installed in all rooms, halls, storage areas, basements, and attics in each family living unit. Minimum coverage is one detector on each floor and one in each sleeping area. However, we suggest that you:

- Put a smoke detector in the hallway outside every separate bedroom area. See Figure 1. Two detectors are required in homes with two bedroom areas. See Figure 2.
- Put a smoke detector on every floor of a multi-floor home or apartment. See Figure 3.
- Install a minimum of 2 detectors in any household.



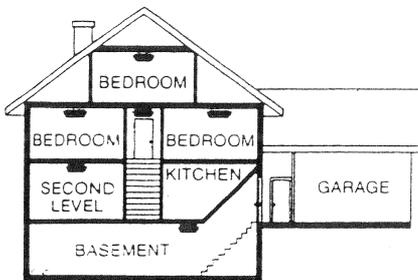
A78-666-00

Figure 1: SMOKE DETECTOR LOCATIONS FOR SINGLE-FLOOR RESIDENCE WITH ONLY ONE SLEEPING AREA.



A78-666-01

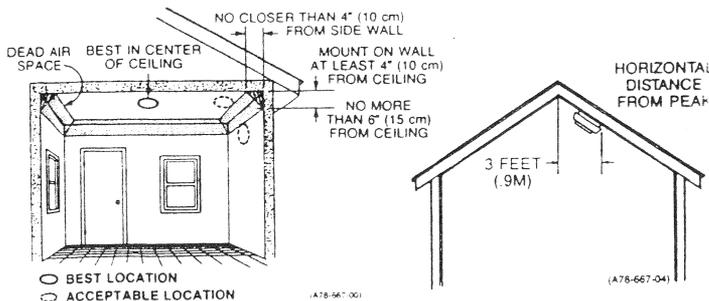
Figure 2: SMOKE DETECTOR LOCATIONS FOR SINGLE-FLOOR RESIDENCE WITH MORE THAN ONE SLEEPING AREA.



(A78-666-02)

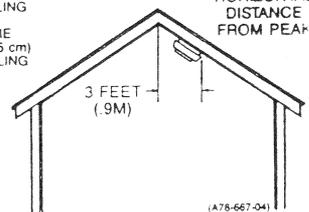
Figure 3: SMOKE DETECTOR LOCATIONS FOR A MULTI-FLOOR RESIDENCE

- Put a smoke detector inside every bedroom.
- Put a smoke detector inside every room where someone sleeps with the door partly or completely closed. Smoke could be blocked by the closed door. Also, a hallway alarm may not wake the sleeper if the door is closed.
- Put smoke detectors at both ends of a bedroom hallway if the hallway is more than 40 feet (12 meters) long.
- Put basement detectors at the bottom of the basement stairwell.
- Put second-floor detectors at the top of the first-to-second floor stairwell. Be sure no door or other obstruction blocks the path of smoke to the detector.
- Put additional detectors in your living room, dining room, family room, attic, utility and storage rooms.
- Put detectors as close to the center of the ceiling when ceiling mounted. If this is not practical, put the detector on the ceiling, no closer than 4 inches (10 cm) from any wall or corner. See Figure 4.
- If ceiling mounting is not possible and wall mounting is permitted by your local and state codes, put wall-mounted detectors between 4 and 6 inches (10 and 15 cm) from the ceiling. See Figure 4.
- Some rooms have sloped, peaked, or gabled ceilings. If yours do, mount detectors 3 feet (0.9 meter) - measured horizontally - from the highest point of the ceiling. See Figure 5.



A78-667-00

Figure 4: RECOMMENDED SMOKE DETECTOR MOUNTING LOCATIONS



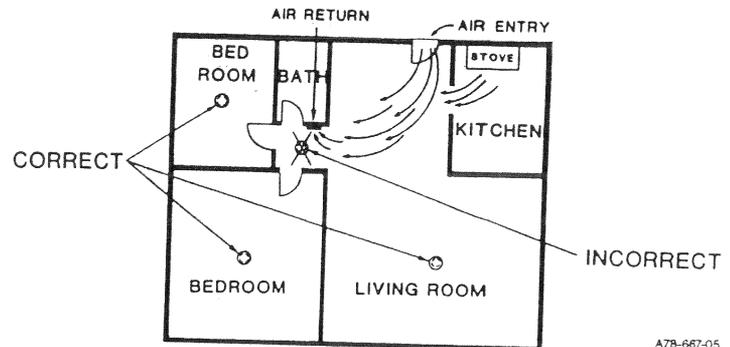
A78-667-04

Figure 5: RECOMMENDED SMOKE DETECTOR LOCATION IN ROOMS WITH SLOPED, GABLED, OR PEAKED CEILINGS

WHERE SMOKE DETECTORS SHOULD NOT BE PUT UP

Nuisance alarms occur when smoke detectors are put up where they will not work properly. To avoid nuisance alarms, do not place detectors:

- In or near areas where combustion particles are present. (Combustion particles are the by-products of something that is burning.) Areas to avoid include kitchens with few windows or poor ventilation, garages where there may be vehicle exhaust, near furnaces, hot water heaters and space heaters.
 - Put up smoke detectors at least 20 feet (6 meters) away from places where combustion particles are normally present, like kitchens. If a 20-foot distance is not possible, put the detector as far away from the combustion particles as possible, preferably on the wall. To prevent nuisance alarms, provide good ventilation in such places.
 - If smoke detectors are to be located in halls or rooms adjacent to kitchens where there is no wall above the doorway between rooms, mount detectors on an inside wall closest to the bedroom area and furthest from the kitchen.
- IMPORTANT:** In mobile homes where a 20-foot distance is not possible, put smoke detectors as far away from combustion particles as possible. Provide good ventilation. Do not, for any reason, disable the detector to avoid nuisance alarms.
- In air streams passing by kitchens. Figure 6 shows how a detector can sense combustion products in normal air-flow paths. The picture shows how to correct this problem.



A78-667-05

Figure 6: RECOMMENDED SMOKE DETECTOR LOCATIONS TO AVOID AIR STREAMS WITH COMBUSTION PARTICLES

- In damp or very humid areas, or next to bathrooms with showers. Moisture in humid air can enter the sensing chamber. It then cools and turns into droplets which can cause nuisance alarms. Put up smoke detectors at least 10 feet (3 meters) away from bathrooms.
- In very cold or very hot areas, including unheated buildings or outdoor rooms. If the temperature goes above or below the operating range of your smoke detector, it will not work properly. The temperature range for your smoke detector is 40° to 100° F (4° to 38° C).
- In very dusty or dirty areas. Dust and dirt can build up on the detector's sensing chamber, making it overly sensitive. Or it can block openings to the sensing chamber and keep the detector from sensing smoke.
- Near fresh air vents, or very drafty areas. Air conditioners, heaters, fans, fresh air vents, and drafts can drive smoke away from smoke detectors.
- In dead air spaces. Dead air spaces are often at the top of a peaked roof, or in the corners between ceilings and walls. Dead air may prevent smoke from reaching a detector. See Figures 4 and 5 for recommended mounting locations.
- In insect-infested areas. If insects enter a detector's sensing chamber, they may cause a nuisance alarm. Where bugs are a problem, get rid of them before putting up a detector.
- Near fluorescent lights. Electrical "noise" from nearby fluorescent lights may cause nuisance alarms. Put up smoke detectors at least 5 feet (1.5 meters) from such lights.

WARNING Never disconnect an AC detector or remove batteries from a battery-operated detector to stop a nuisance alarm. Open a window or fan the air around the detector to get rid of the smoke. The alarm will turn itself off when the smoke is gone. If nuisance alarms persist, clean the smoke detector as described in this User's Manual.

WARNING Do not stand close to the detector when the alarm is sounding. The alarm is loud in order to wake you in an emergency. Too much exposure to the horn at close range may be harmful to your hearing.

TOWNSHIP OF FLORENCE

FIRE EXTINGUISHER REQUIREMENT FOR CHANGE OF OCCUPANCY (RESALE OR RENTAL)

The New Jersey Legislature amended the enacted P.L. 1991,c.92 (C.52:27D-1981) requiring that all one and two family dwellings at a change of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to **seasonal rental units**. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005.

The Division of Fire Safety is advising all local enforcing agencies to enforce the regulations; using the guidelines below.

The requirements for the type and the placement of the extinguishers are as follows:

1. At least one portable fire extinguisher shall be installed in all one-and two-family dwellings (except **seasonal rental units**) upon change of occupancy.
2. The extinguisher shall be listed, labeled, charged and operable;
3. The size shall be no smaller than 2A:10B:C, and rated for residential use and weigh no more than 10lbs; (the rating should be located on the UL portion of the extinguisher label);
4. The hangers or brackets supplied by the manufacturer must be used;
5. The extinguisher must be located within 10 feet of the kitchen;
6. The top of the extinguisher must not be more than 5 feet above the floor;
7. The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
8. The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
9. The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and
10. Lastly, the extinguisher must be installed with the operating instructions clearly visible.



DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY
MEMORANDUM

TO: LEA FIRE OFFICIALS

FROM: DONALD M. HUBER, CHIEF OF STAFF

DATE: MARCH 5, 2007

SUBJECT: REQUIREMENTS FOR FIRE EXTINGUISHERS IN ONE-AND-TWO FAMILY DWELLINGS AT CHANGE OF OCCUPANCY

As you are aware, the Legislature amended and enacted P.L.1991, c. 92 (C.52:27D-198.1), requiring that all one-and-two family dwellings at change of occupancy be provided with at least one portable fire extinguisher, in addition to the requirements for smoke detectors and carbon monoxide detectors. This provision does not apply to seasonal rental units. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005.

It is the Division's position that this law must be enforced as enacted even though rules and regulations have not been promulgated. The statute may be cited in the absence of the regulations.

Until such time as regulations are adopted only the specific requirements contained in the statute are to be enforced. The requirements are as follows:

1. The extinguisher must be rated for residential use consisting of an A:B:C type;
2. No larger than a 10 pound rated extinguisher;
3. Mounted within 10 feet of the kitchen area, unless otherwise permitted by the enforcing agency.

Any questions concerning this matter may be referred to my office at (609) 633-6106. Thank you for your anticipated cooperation in enforcing this law. It is important that this requirement be enforced uniformly statewide.

PLEASE NOTE

ON APRIL 7, 2003, THE STATE OF NEW JERSEY
WILL REQUIRE CARBON MONOXIDE (CO)
DETECTORS IN ALL RESIDENTIAL BUILDINGS.

THE STATE REQUIRES ALL LOCAL ENFORCING
AGENCIES THAT ARE CURRENTLY INSPECTING
HOMES PRIOR TO SALE OR RENT TO CHECK FOR
CO DETECTORS. WHEN THE DETECTORS ARE
FOUND TO BE PROPERLY IN PLACE,
CERTIFICATES OF SMOKE DETECTOR AND
CARBON MONOXIDE DETECTOR COMPLIANCE
WILL BE ISSUED.

THE DETECTORS WILL BE REQUIRED IN ALL
BUILDINGS THAT CONTAIN FUEL BURNING
APPLIANCES, OR HAVE AN ATTACHED GARAGE.
THE DETECTORS MUST BE LISTED IN
ACCORDANCE WITH UL-2034.

AT LEAST ONE DETECTOR MUST BE INSTALLED
IN THE IMMEDIATE VICINITY OF THE BEDROOMS
PER NFPA-720, ALARMS MAY BE BATTERY
OPERATED.

Reference: NJAC 5:70-2.3

**IF YOU HAVE A SOLID FUEL STOVE OR
A WOOD BURNING FIREPLACE, YOU
MUST ALSO SUBMIT A CHIMNEY
CERTIFICATION. THE CHIMNEY
CERTIFICATION MUST BE DONE BY A
QUALIFIED CHIMNEY SWEEP
COMPANY.**

TOWNSHIP OF FLORENCE

HOUSING INSPECTIONS

WATER METER REPLACEMENT REQUIREMENT

Whenever Florence Township does a housing inspection for a resale or a rental unit in the community, the property owner is required to contact the Water and Sewer Department and schedule a date for the installation of a new radio remote water meter. The new water meters can be read electronically by the Water Department without the need to enter the home. This is much more convenient municipal service for the resident and property owner.

Florence Township will pay the cost for the new radio remote water meter. If plumbing work has to be done in order to accommodate the new meter, then this work has to be done by the property owner. In most cases, the township can install a new radio remote water meter without the need for plumbing work.

The new water meter has to be installed in the residence before the Construction Code Office issues its Continued Certificate of Occupancy (CCO). Therefore, please call the Water Department as soon as possible and schedule a date and time for the water meter installation.

To contact the Water Department to schedule an appointment, please call (609) 499-2518 between the hours of 7:00 A.M. to 3:30 P.M., Monday through Friday.

If there are any questions, please feel free to speak to the Water and Sewer Director, David Lebak, or myself.

Thank you for your cooperation.

Thomas Layou
Code Enforcement Official

SELLERS / LANDLORDS

PLEASE NOTE:

IF YOU HAVE PERFORMED

ANY WORK ON YOUR PROPERTY

AND YOU DID THE WORK WITHOUT

PERMITS, YOU WILL BE REQUIRED

TO OBTAIN THE PROPER PERMITS

AND HAVE ALL INSPECTIONS

COMPLETED BEFORE A C.C.O. WILL BE

ISSUED.